

MEMORANDUM

To: DDA Board of Directors
From: Rob Bacigalupi, Executive Director *RMB*
Re: September 16, 2016 Board Meeting & Miscellaneous
Date: September 14, 2016

AGENDA ITEM 2 - ELECTION OF OFFICERS

Friday is our Annual Meeting at which officers are chosen. I will open the meeting and start things off. The Executive Committee met last week and recommended a new slate of officers: Bill Golden for Chair, Leah Bagdon-McCallum for Vice Chair, Steve Constantin to continue as Secretary, and John Di-Giacomo as Treasurer.

We want to thank our outgoing Board Member, Rick Korndorfer for four years of service to the DDA and Downtown. We also want to welcome new Member Debbie Hershey to the DDA Board.

AGENDA ITEM 3C - CONSIDERATION OF AMENDMENT TO FARMERS MARKET RULES

Enclosed is a copy of the Farmers Market Rules with one proposed housekeeping change under Section 3 (Who Can Sell), third sentence, that removes a reference to Nick Viox and replaces it with the more generic "Communications and Projects Coordinator." I recommend that the **DDA Board of Directors approve the change to the Sara Hardy Downtown Farmers Market Rules 2106 as described by the Executive Director.**

AGENDA ITEM 4A - COMMUNITY DEVELOPMENT REPORT

Attached is this month's report from Jean.

AGENDA ITEM 4B - UPDATE ON HOUSING DISCUSSION

Next steps are to establish a staff recommendation for a housing target, and then convene the committee to discuss a strategy.

AGENDA ITEM 5A - CONSIDERATION OF RECOMMENDING APPROVAL OF CONTRACT TO RECONSTRUCT LOT D

At the August meeting, the DDA Board took action to recommend the expenditure of \$275,000 from the Traverse City Parking fund to help pay for the reconstruction of Lot D in conjunction with the replacement of the boat launch at that lot. The City Engineering department sought bids and City Engineer Tim Lodge has provided a report, which is attached.

I am suggesting one notable change from what was recommended last month and that is that TIF 97 pick up the cost of replacing the ramp from the parking lot down to the boardwalk (called Work Area #3). The ramp is listing toward the river and needs to be replaced. This is not a parking-related cost and is more appropriate for TIF 97. Therefore, \$225,000 coming from the parking fund to pay for Work Area #1, \$200,951 coming from a combination of a Waterways Grant and a donation from Hagerty Insurance for Work Area #2, \$100,000 from the City's Stormwater Fund for Work Areas #1, and \$50,000 from TIF 97 for Work Area #3. This totals \$575,951 to cover the \$462,744.39 construction contract plus associated design and construction engineering fees. I recommend that the **DDA Board of Director recommend that the City Commission authorize the execution of a unit price contract with Elmer's Crane and Dozer, Inc. in the amount of \$462,744.39, more or less, with no more than \$225,000**

coming from the Traverse City Parking Fund, and no more than \$50,000 coming from the TIF 97 Fund, and the balance from other sources.

AGENDA ITEM 5B - CONSIDERATION OF APPROVAL OF FUNDING FOR ENGINEERING SERVICES ASSOCIATED WITH THE SOUTH CASS STREET BRIDGE

All of Traverse City's bridges exist in the DDA District and benefit from the regional funding power of tax increment financing. The next bridge on the list for repairs is the South Cass Street bridge. The City Engineer has requested that an engineering consultant be engaged to do the design for the repairs. The contract for services was approved by the City Commission at their September 6, 2016 meeting with funding coming from TIF 2 and TIF 97. We anticipated both funds contributing to this repair and therefore I recommend that the **DDA Board of Directors authorize the expenditure of up to \$41,199.60 for a consultant agreement with AECOM for technical assistance associated with bridge design with funds available in the TIF 2 and TIF 97 professional/contractual line item, on a pro-rata basis.**

AGENDA ITEM 5C - CONSIDERATION OF AUTHORIZING FUNDS FOR THE RESURFACING OF LOT V AT 145 WEST FRONT

As Jean reported in her Community Development Report, after a lot of time and work, the City now owns 145 West Front. The West Front Committee met this week to discuss next steps toward building a parking structure but in the mean time, we want to make use of this lot as a surface parking facility. Attached is a memorandum from Tim Lodge, City Engineer asking for a change order to an existing contract between the City and Elmer's Crane and Dozer, Inc. to pave the remainder of this property thereby increasing the available parking from 17 to 102. This will give us some security as most of the public parking we manage on the west side of downtown is in short term leases. I recommend that the **DDA Board of Directors recommend to the City Commission a change order to the Elmer's Crane and Dozer pavement preservation contract to pave the remainder of Lot V for a cost of not-to-exceed \$100,000, more or less, with funds available in the Traverse City Parking Fund.** This item is expected to be on the September 19, 2016 City Commission agenda.

AGENDA ITEM 5D - CONSIDERATION OF RECOMMENDING A CONSULTANT AGREEMENT TO PREPARE A TRANSPORTATION MANAGEMENT STUDY.

As downtown and the other parking areas we manage get more and more activity we find it necessary to conduct thoughtful planning to be sure we can accommodate this increased activity. It is critical that we maximize the parking facilities we have and not overbuild parking. This is the goal of a Transportation Demand Management Study. Enclosed is a detailed memorandum from Parking Administrator Nicole VanNess explaining our process in developing a recommendation for a consultant. You will see that the recommended firm's price is not the lowest but the committee who reviewed the proposals and interviewed the top two candidates felt strongly that Nelson/Nygaard's team had the most comprehensive approach and the best experience to provide valuable recommendations and advice. It is important to keep in mind that one of the benefits of a good TDM study is to save the City money by reducing the amount of parking, which we all know is expensive, that we need to build and maintain.

There are two components to the recommendation. First is to recommend the basic scope of work, which includes one week of meetings, including public input, at the beginning of the process and a final trip to present the report. We are recommending additional services costing up to \$10,000 given Traverse City's highly engaged public. We felt that there should be additional public check-ins to assure that we are on the right track as strategies are being developed. Therefore, I recommend that the **DDA Board recommend to the City Commission, the execution a contract with Nelson/Nygaard for a**

Transportation Demand Management Study, as detailed in their proposal, plus additional public engagement as directed by staff, for not-to-exceed \$93,916 with funds available in the Traverse City Parking Fund, professional/contractual line item. This item is also expected to be on the September 19, 2016 agenda.

CONSIDERATION OF REQUEST FROM THE DOWNTOWN TRAVERSE CITY ASSOCIATION FOR FINANCIAL SUPPORT OF SANTA'S ARRIVAL

As done in past years, we budgeted funds to help the DTCA put on Santa's Arrival and Tree Lighting, which is scheduled for Friday, December 2nd. In the past, this community event was funded solely by the DTCA. Because it is a rather costly and clearly a community event (rather than a shopping event like Shop Your Community Day, Art Walk, etc.), the DDA has chosen to provide funding in recent years. Attached is a request from DTCA President Misha Neidorfler asking for \$10,000. I recommend that the **DDA Board of Directors approve the reimbursement to the Downtown Traverse City Association of not-to-exceed \$10,000 for actual costs associated with Santa's arrival with funds available in the DDA Operational Budget Community Promotion line item.**

CONSIDERATION OF REQUEST FOR JOINT MEETING WITH PLANNING COMMISSION

Last month the DDA Board discussed the effort to require a vote for any building over 60 feet. Regardless of the outcome, the DDA has an interest in making clearer the rules for development. Our recent market study identified the risk of development as an issue to be dealt with. The uncertainty not only creates risk for developers but anxiety amongst citizens. To that end, I suggest that we request a joint meeting with the Planning Commission to discuss how we might move toward greater clarity. We would certainly want to wait until after the November 1, 2016 election to know the outcome of the taller building vote. Therefore, I recommend that the **DDA Board of Directors direct the Executive Director to request a joint meeting with the Planning Commission to discuss development regulations and their impact on fulfilling the master plan.**

APPOINTMENT TO TRAVERSE CITY ARTS COMMISSION

Rick Korndorfer was the DDA's representative on the Traverse City Arts Commission. With him leaving the board, you will need to appoint a replacement. The appointment for the Arts Commission would last the full extent of the appointee's term on the DDA Board.

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as others of current interest.

Front Street

FRONT STREET REIMAGINED CROSSWALK - Well this probably sounds like a broken record but I really do expect the panels in next week.

RADIO CENTRE 3 - Socks Construction has resumed work on Radio Centre 3. The sidewalk is completely shut down on the east side of Park Street as they begin construction of the building.

UPTOWN RIVERWALK CONNECTION - Work is nearly complete on the connection from West State and Pine down to the river at Uptown. The last piece is a big one - the stairway. We will plan yet another ribbon cutting when it is complete!

WEST FRONT PARKING - With the purchase of 145 West Front we convened the West Front Parking Committee Monday to talk next steps. First off, we are going to spend some time investigating the optimal footprint for a parking structure.

Old Town

A NEW PLAN FOR OLD TOWN - Last month, and at your joint meeting Monday night, we talked about a new plan for Old Town. As requested, I will have a prioritization exercise to hand out Friday to help in drafting the order of projects in the plan.

BRYAN J. CROUGH MEMORIAL - Moquettes from artists hoping to create the Bryan J. Crough Memorial sculpture are due in Monday, September 19. The Art Selection Panel will be reviewing them and then selecting an artist for the work.

Bayfront/River

FARMERS MARKET UPGRADE FUNDING - Vacations got in the way and we have not yet scheduled a committee meeting. We will have a more substantial update in October!

Other

COFFEE AT THE MARKET - Chuck Korson from Blk Mrkt agreed to serve coffee at Wednesday markets on a trial basis. We have not yet heard when he plans to start.

HAPPY APPLE DAYS AND FALL SALE - We celebrate the beginning of fall with apples. October 1 is Happy Apple Days and the Fall Sale so be sure to come downtown and grab an apple!

MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE - We've registered those of you who have expressed interest in attending the October 13 and 14 conference.

ECONOMICS OF LAND USE - Joe Minicozzi or Urban 3 will be in town October 10, 11 and 12 to present their findings of the economics of land use in Traverse City and Grand Traverse County. I will forward a schedule when it is finalized. For now, pencil in the 10th at 7 p.m. We are planning on a public meeting then at the State Theatre.

A FEW DAYS OFF - I will be off Tuesday, the 20th as well as October 6 and 7.

PARKING SYSTEM UPDATE - Attached is the latest monthly report from Nicole.

DTCA BOARD MINUTES - Enclosed are the minutes from the August DTCA meeting.

DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING AGENDA
Friday, September 16, 2016, 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Election of Officers
3. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of August 19, 2016 (approval recommended)
 - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 2 and TIF 97 dated August 30, 2016 (approval recommended)
 - C. Consideration of amendment to Farmers Market Rules (approval recommended)
4. Chairperson's Report
 - A. Community Development Report
 - B. Update on Housing Discussion
 - C. Comments or Questions regarding Written Reports
5. Executive Director's Report
 - A. Consideration of recommending approval of a contract to reconstruct Lot D
 - B. Consideration of approval of funding for engineering services associated with the South Cass Street Bridge
 - C. Consideration of authorizing funds for the resurfacing of Lot V (145 West Front)
 - D. Consideration of recommending a consultant agreement to prepare a transportation demand management study
 - E. Consideration of request from the Downtown Traverse City Association for financial support of Santa's Arrival
 - F. Consideration of Request for Joint Meeting with the Planning Commission
 - G. Appointment to Traverse City Arts Commission
6. Public Comment
7. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

Minutes
Traverse City Downtown Development Authority
Regular Meeting
August 19, 2016
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:01 a.m.

1. Roll Call

Present: Allison Beers, Harry Burkholder, Mayor Jim Carruthers, John Di Giacomo, Bill Golden, T. Michael Jackson, Rick Korndorfer, Gabe Schneider

Absent: Leah Bagdon-McCallum, Steve Constantin, Jeff Joubbran, Chuck Judson,

2. Consent Calendar. **Motion by Jackson, seconded by Beers that the consent portion of the agenda be approved.**

a. **Approval of minutes of the Regular Meeting of July 15, 2016.**

b. **Approval of Financial Reports and Disbursements for the DDA, TIF 2, and TIF 97 dated June 30, 2016 and July 31, 2016**

3. Chairperson's Report

a. Community Development Report

i. Bacigalupi spoke in Jean Derenzy's absence.

1. County board approval of West Front St. parking garage.

b. Update on Housing Discussion

i. Bacigalupi reviewed items pertaining to housing

1. Bacigalupi to provide information from Ann Arbor to Board

2. Discussion of changing TIF plan to make housing a priority.

3. Create a subcommittee to work with the City P.I.L.O.T program ad hoc.

DiGiacomo volunteered to serve, as well as Mayor Carruthers.

c. Discussion regarding proposed Charter amendment which would require any proposed building over 60 feet to be approved by the City electorate.

i. City Attorney discussed the role of a board member.

ii. Board reiterated that it would not take a stand one way or the other on building heights

iii. DiGiacomo expressed desire for the DDA to weigh in on building heights.

d. Comments or Questions regarding Written Reports

i. Public Comment

1. Grant Parsons, 6936 Mission Ridge, 520 S. Union discussed TIF 97's mission
2. Paul Danielson, 446 N Elmwood Ave, 160 E. Front, 1200 W Front St. discussed building heights.
3. Don Coe, 211 Midtown Dr. discussed growth versus non growth.
4. Gary Howe 926 Lincoln St. discussed building heights
5. Jeanine Easterday, 1011 Lake Ridge Dr. discussed building heights
6. Todd Okerstrom 808 Westminster Ave opposed Proposition 3
7. Kent Anderson 429 S. Garfield Avenue discussed building heights

4. Executive Director's Report

- a. Discussion and review of development plan outline for Old Town
 - i. Bacigalupi updated board on the plan for Old Town after TIF 2 expiration
 - ii. Discussion of process of how to expand TIF 2
 - iii. Kent Anderson 429 S Garfield discussed Union St. Dam Betterment
 - iv. Carol Hale, 224 Washington St. spoke about river traffic
 - v. Don Coe, 211 Midtown Dr. spoke about Midtown applying to be a neighborhood association
 - vi. Bacigalupi to add bridges to the needs list and will start drafting a plan with the board developing a prioritization list of each need discussed.
- b. Consideration of continuing restroom subsidy program with Espresso Bay, Great Lakes Bath & Body, Milk & Honey, Morsels, and adding Brew
 - i. **Motion By Burkholder, seconded by Schneider that the DDA Board of Directors authorize the Chairperson and Secretary to extend the restroom subsidy agreements with Espresso Bay, Great Lakes Bath & Body, Milk & Honey, and Morsels for another year under the same terms and add Brew as recommended by the Restroom Committee. Motion carried unanimously.**
- c. Consideration of recommending approval of budget for Lot D
 - i. **Motion By Schneider, seconded by Korndorfer that the DDA Board of Directors recommend to the City Commission the expenditure of not to exceed \$275,000 from the Traverse City Parking Services fund, for the reconstruction of Lot D, as described in the August 16, 2016 memorandum from City Engineer Tim Lodge, subject to future DDA Board review of the project finances once construction bids are in. Motion carried unanimously.**

5. Public Comment

- i. Gary Howe, 926 Lincoln St. spoke about affordable housing needs
- ii. Jeanine Easterday 1011 Lake Ridge Dr. discussed civil democracy
- iii. Kent Anderson 429 S. Garfield commented on housing costs and TIF
- iv. Carruthers echoed Jeanine Easterday's sentiments on respect in politics and commented on Farmers Market redesign status.
- v. Burkholder thanked city staff for City Splash Pad operation hours.

Adjournment. The meeting officially adjourned at 10:01 a.m.

Respectfully submitted,

Nina Talarico
Office Manager

DRAFT

DDA Financial Report

		June 31, 2015	August 31, 2016	Budget 16-17 as Approved	Budget 16-17 with Amendments	% of Budget	Budget Variance
REVENUE							
Property Taxes		53,066	53,436	70,000	128,000	41.7%	74,564
Interest and Dividends		48	207	200	200	103.6%	-7
Miscellaneous		0	503	0	0	-	-503
Rents and Royalties		18,205	20,210	45,000	53,000	38.1%	32,790
Administrative Services		93,605	93,778	767,377	698,652	13.4%	604,874
Prior Year Surplus		0	0	0	0	-	0
TOTAL REVENUE		\$164,925	\$168,135	\$882,577	\$879,852	19.1%	711,717
EXPENSES							
Payroll Expense		111,717	136,892	581,810	595,261	23.0%	458,369
Health Insurance		20,123	13,389	146,733	180,153	7.4%	166,764
Workers Compensation		4,476	8,815	0	0	-	-8,815
Office Supplies		2,202	555	9,000	10,000	5.5%	9,445
Operation Supplies		0	0	0	0	-	0
Professional/Contractual		6,049	10,028	78,100	44,775	22.4%	34,747
Communications		518	619	4,600	4,800	12.9%	4,181
Transportation		0	0	2,000	2,000	0.0%	2,000
Lodging/Meals		615	556	5,000	5,000	11.1%	4,444
Training		0	0	2,000	2,000	0.0%	2,000
Community Promotion		937	0	12,500	12,500	0.0%	12,500
Printing/Publishing		1,509	346	7,500	1,500	23.1%	1,154
Insurance & Bonds		1,297	1,297	1,700	1,800	72.1%	503
Utilities		532	921	6,600	7,100	13.0%	6,179
Repairs & Maintenance		0	0	2,200	2,200	0.0%	2,200
Rentals		1,508	1,274	8,000	9,000	14.2%	7,726
Legal Expense		135	0	5,000	4,500	0.0%	4,500
Miscellaneous		0	0	400	400	0.0%	400
Equipment		0	0	6,000	9,000	0.0%	9,000
TOTAL EXPENSE		\$151,617	\$174,691	\$879,143	\$891,989	19.6%	717,298
						thru fiscal year ↓	
NET INCOME/(LOSS)		\$13,308	(\$6,556)	\$3,434	(\$12,137)	16.7%	

Payroll & Fringes

	June 31, 2015	August 31, 2016	Budget 16-17 as Approved	Budget 16-17 with Amendments	% of Budget
Payroll Expense	111,717	136,892	581,810	595,261	23.0%
Health Insurance	20,123	13,389	146,733	180,153	7.4%
Workers Compensation	4,476	8,815	0	0	-
TOTAL	136,316	159,095	728,543	775,414	20.52%

Downtown Development Authority
Balance Sheet
As of August 31, 2016

	<u>Aug 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	190,264.60
Fifth Third Savings - 6740	201,311.11
Petty Cash	207.10
Total Checking/Savings	<u>391,782.81</u>
Accounts Receivable	
Accounts Receivable	51,500.58
Total Accounts Receivable	<u>51,500.58</u>
Other Current Assets	
Due From DTCA	103.24
Due From APS	-22,797.55
Total Other Current Assets	<u>-22,694.31</u>
Total Current Assets	420,589.08
Other Assets	
Due From Other Funds	38,847.07
Total Other Assets	<u>38,847.07</u>
TOTAL ASSETS	<u>459,436.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	53,157.07
Total Accounts Payable	<u>53,157.07</u>
Other Current Liabilities	
Due to Other Funds	8,716.00
Bumpout Project Funds Collected	1,214.68
Accrued Salaries	-20,374.35
Accrued Payroll Liabilities	-1,637.70
Deposits Payable	
Senior Project Fresh	-910.00
Double Up Food Bucks	18,340.00
EBT Bridge Card	15,031.55
Project Fresh	-6,858.00
Deposits Payable - Other	-18.00
Total Deposits Payable	<u>25,585.55</u>
Payroll Liabilities	
State Income Tax Payable	1,946.10
State Unemployment Tax Payable	1,223.87
Health Insurance Payable	488.80
Total Payroll Liabilities	<u>3,658.77</u>
Total Other Current Liabilities	<u>17,162.95</u>
Total Current Liabilities	<u>70,320.02</u>
Total Liabilities	70,320.02
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	288,066.18
Net Income	-6,556.32
Total Equity	<u>389,116.13</u>
TOTAL LIABILITIES & EQUITY	<u>459,436.15</u>

Downtown Development Authority
Profit & Loss
August 2016

	Aug 16
Ordinary Income/Expense	
Income	
Administrative Services	46,889.17
Interest & Dividends	28.55
Property Taxes	45,267.43
Rents	9,535.00
Total Income	101,720.15
Gross Profit	101,720.15
Expense	
Communications	325.71
Health Insurance	9,134.41
Lodging, meals	345.21
Office Supplies	411.60
Payroll Expenses	
457 Company Matching	2,314.08
Hourly Wage Expense	19,005.03
Medicare Tax Expense	777.75
Salaries & Wages	29,067.84
Social Security Tax Expense	3,325.55
SUTA Tax Expense	338.50
Payroll Expenses - Other	63.00
Total Payroll Expenses	54,891.75
Printing & Publishing	260.00
Professional/Contractual	6,131.89
Utilities	525.85
Total Expense	72,026.42
Net Ordinary Income	29,693.73
Net Income	29,693.73

Downtown Development Authority

Profit & Loss

July through August 2016

09/14/16

	Jul - Aug 16
Ordinary Income/Expense	
Income	
Administrative Services	93,778.34
Interest & Dividends	207.16
Miscellaneous Revenue	502.87
Property Taxes	53,436.19
Rents	20,210.00
Total Income	168,134.56
Gross Profit	168,134.56
Expense	
Communications	618.92
Health Insurance	13,388.55
Insurance & Bonds	1,297.00
Lodging, meals	555.84
Office Supplies	554.98
Payroll Expenses	
Direct Deposit Fee	57.75
457 Company Matching	5,948.64
Hourly Wage Expense	54,046.30
Medicare Tax Expense	1,838.44
Salaries & Wages	65,067.01
Social Security Tax Expense	7,861.04
SUTA Tax Expense	1,231.79
Payroll Expenses - Other	840.66
Total Payroll Expenses	136,891.63
Printing & Publishing	346.35
Professional/Contractual	10,027.93
Rentals	1,274.00
Utilities	920.68
Workers Compensation	8,815.00
Total Expense	174,690.88
Net Ordinary Income	-6,556.32
Net Income	-6,556.32

Downtown Development Authority
Reconciliation Summary
Fifth Third Checking - 3112, Period Ending 08/31/2016

	Aug 31, 16
Beginning Balance	215,115.76
Cleared Transactions	
Checks and Payments - 85 items	-1,163,571.95
Deposits and Credits - 46 items	1,154,170.19
Total Cleared Transactions	-9,401.76
Cleared Balance	<u>205,714.00</u>
Uncleared Transactions	
Checks and Payments - 36 items	-15,449.40
Total Uncleared Transactions	-15,449.40
Register Balance as of 08/31/2016	<u>190,264.60</u>
New Transactions	
Checks and Payments - 11 items	-1,354,191.40
Deposits and Credits - 23 items	1,445,514.80
Total New Transactions	91,323.40
Ending Balance	<u><u>281,588.00</u></u>

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						215,115.76
Cleared Transactions						
Checks and Payments - 85 items						
Bill Pmt -Check	06/30/2016	12120	Otwell Mawby, P.C.	X	-1,500.00	-1,500.00
Bill Pmt -Check	06/30/2016	12123	Rotary Club of Trave...	X	-327.75	-1,827.75
Liability Check	07/26/2016	12131	City of TC - Vendor	X	-5,308.50	-7,136.25
Liability Check	07/26/2016	12130	ICMA Retirement Tr...	X	-2,255.36	-9,391.61
Bill Pmt -Check	07/26/2016	12137	Team Financial Gro...	X	-665.98	-10,057.59
Bill Pmt -Check	07/26/2016	12139	Charter Communica...	X	-540.52	-10,598.11
Bill Pmt -Check	07/26/2016	12142	Bottomline Bookkee...	X	-230.00	-10,828.11
Bill Pmt -Check	07/26/2016	12136	Norte! Youth Cycling	X	-200.00	-11,028.11
Bill Pmt -Check	07/26/2016	12135	Michigan Office Solu...	X	-104.64	-11,132.75
Bill Pmt -Check	07/26/2016	12133	City of TC - Vendor	X	-75.00	-11,207.75
Bill Pmt -Check	07/26/2016	12132	Brickyard Towing, Inc.	X	-70.00	-11,277.75
Bill Pmt -Check	07/26/2016	12134	LIAA	X	-40.00	-11,317.75
Paycheck	07/29/2016	12126	Dwyer, Joseph M	X	-600.30	-11,918.05
Paycheck	07/29/2016	12128	Wood, Mark S	X	-470.52	-12,388.57
Check	08/02/2016	12146	City of TC - Vendor	X	-25,680.00	-38,068.57
Liability Check	08/02/2016	12145	City of TC - Vendor	X	-5,002.39	-43,070.96
Bill Pmt -Check	08/02/2016	12149	Traverse City Light ...	X	-394.83	-43,465.79
Bill Pmt -Check	08/02/2016	12160	Green Rock Farms	X	-385.00	-43,850.79
Bill Pmt -Check	08/02/2016	12175	Bottomline Bookkee...	X	-250.00	-44,100.79
Bill Pmt -Check	08/02/2016	12152	Bare Knuckle Farm ...	X	-244.00	-44,344.79
Bill Pmt -Check	08/02/2016	12170	Shiloh's Garden	X	-226.00	-44,570.79
Bill Pmt -Check	08/02/2016	12167	Olds Farm, LLC	X	-222.00	-44,792.79
Bill Pmt -Check	08/02/2016	12156	Cherry Connection/...	X	-221.00	-45,013.79
Bill Pmt -Check	08/02/2016	12162	Leo Ocanas Farm	X	-174.00	-45,187.79
Paycheck	08/02/2016	12144	Smith, Margaret A	X	-167.28	-45,355.07
Bill Pmt -Check	08/02/2016	12159	Gallagher Centennia...	X	-137.00	-45,492.07
Bill Pmt -Check	08/02/2016	12161	Guntzviller's Berry &...	X	-102.00	-45,594.07
Bill Pmt -Check	08/02/2016	12153	Bay Bread Company...	X	-91.00	-45,685.07
Bill Pmt -Check	08/02/2016	12148	Integrity Business S...	X	-90.52	-45,775.59
Bill Pmt -Check	08/02/2016	12155	Champion Hill Farm	X	-88.00	-45,863.59
Bill Pmt -Check	08/02/2016	12169	Providence Farm, LLC	X	-86.00	-45,949.59
Bill Pmt -Check	08/02/2016	12172	Spring Hollow Dairy ...	X	-85.00	-46,034.59
Bill Pmt -Check	08/02/2016	12147	City of TC - Vendor	X	-75.00	-46,109.59
Bill Pmt -Check	08/02/2016	12150	City of TC - Vendor	X	-75.00	-46,184.59
Bill Pmt -Check	08/02/2016	12157	Dover, Ann	X	-65.00	-46,249.59
Bill Pmt -Check	08/02/2016	12168	Olmsted Piedmonte...	X	-61.00	-46,310.59
Bill Pmt -Check	08/02/2016	12173	Treaty Fish Co.	X	-60.00	-46,370.59
Bill Pmt -Check	08/02/2016	12174	Google Inc.	X	-55.00	-46,425.59
Bill Pmt -Check	08/02/2016	12163	Loma Farms, LLC	X	-49.00	-46,474.59
Bill Pmt -Check	08/02/2016	12166	Naturally Nutty Food...	X	-41.00	-46,515.59
Bill Pmt -Check	08/02/2016	12154	Boss Mouse Cheese...	X	-41.00	-46,556.59
Bill Pmt -Check	08/02/2016	12171	Shrub Soda Co., The	X	-38.00	-46,594.59
Bill Pmt -Check	08/02/2016	12165	Morganic Farm	X	-34.00	-46,628.59
Bill Pmt -Check	08/02/2016	12158	Duerksen Turkey Fa...	X	-34.00	-46,662.59
Bill Pmt -Check	08/02/2016	12164	Mike Leabo	X	-4.00	-46,666.59
Liability Check	08/03/2016	EFTPS	United States Treas...	X	-5,299.82	-51,966.41
Check	08/04/2016		World Pay	X	-18.15	-51,984.56
Liability Check	08/05/2016	EFTPS	United States Treas...	X	-43.14	-52,027.70
Check	08/09/2016	12176	TIF-97	X	-1,045,343.58	-1,097,371.28
Liability Check	08/09/2016	12182	ICMA Retirement Tr...	X	-2,230.46	-1,099,601.74
Check	08/09/2016	12183	Viox, Nicholas D	X	-232.50	-1,099,834.24
Bill Pmt -Check	08/09/2016	12184	Bottomline Bookkee...	X	-230.00	-1,100,064.24
Liability Check	08/10/2016		QuickBooks Payroll ...	X	-274.91	-1,100,339.15
Liability Check	08/11/2016		QuickBooks Payroll ...	X	-19,163.80	-1,119,502.95
Liability Check	08/11/2016		QuickBooks Payroll ...	X	-555.52	-1,120,058.47
Paycheck	08/12/2016	12179	Lewis, Corey D	X	-693.90	-1,120,752.37
Paycheck	08/12/2016	12178	Dwyer, Joseph M	X	-598.21	-1,121,350.58
Paycheck	08/12/2016	12177	Day, Matthew J	X	-581.46	-1,121,932.04
Paycheck	08/12/2016	12181	Wood, Mark S	X	-467.71	-1,122,399.75
Paycheck	08/12/2016	12180	Parks, Stephanie E	X	-306.97	-1,122,706.72
Bill Pmt -Check	08/16/2016	12190	Seeds, Inc.	X	-2,850.72	-1,125,557.44
Bill Pmt -Check	08/16/2016	12189	O'Neil, Riley	X	-1,000.00	-1,126,557.44
Bill Pmt -Check	08/16/2016	12187	Garden Goods	X	-973.28	-1,127,530.72
Check	08/16/2016	12185	First National Bank -...	X	-667.73	-1,128,198.45
Bill Pmt -Check	08/16/2016	12192	Team Financial Gro...	X	-640.98	-1,128,839.43
Bill Pmt -Check	08/16/2016	12193	Bottomline Bookkee...	X	-190.00	-1,129,029.43
Bill Pmt -Check	08/16/2016	12186	Brickyard Towing, Inc.	X	-140.00	-1,129,169.43
Bill Pmt -Check	08/16/2016	12188	LIAA	X	-40.00	-1,129,209.43
Liability Check	08/17/2016	EFTPS	United States Treas...	X	-8,060.68	-1,137,270.11

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	08/22/2016	EFTPS	State of Michigan - ...	X	-2,627.15	-1,139,897.26
Bill Pmt -Check	08/23/2016	12205	Pictometry Internatio...	X	-614.14	-1,140,511.40
Bill Pmt -Check	08/23/2016	12200	CDW Government	X	-583.13	-1,141,094.53
Bill Pmt -Check	08/23/2016	12201	Charter Communica...	X	-540.52	-1,141,635.05
Bill Pmt -Check	08/23/2016	12204	Michigan Office Solu...	X	-394.65	-1,142,029.70
Bill Pmt -Check	08/23/2016	12207	Rotary Club of Trave...	X	-275.00	-1,142,304.70
Bill Pmt -Check	08/23/2016	12203	First National Bank - ...	X	-270.31	-1,142,575.01
Bill Pmt -Check	08/23/2016	12202	First National Bank - ...	X	-171.62	-1,142,746.63
Bill Pmt -Check	08/23/2016	12211	Bottomline Bookkee...	X	-170.00	-1,142,916.63
Bill Pmt -Check	08/23/2016	12206	Robert Bacigalupi - V	X	-43.88	-1,142,960.51
Liability Check	08/25/2016		QuickBooks Payroll ...	X	-13,599.83	-1,156,560.34
Paycheck	08/26/2016	12196	Lewis, Corey D	X	-770.40	-1,157,330.74
Paycheck	08/26/2016	12195	Dwyer, Joseph M	X	-568.60	-1,157,899.34
Paycheck	08/26/2016	12197	Wood, Mark S	X	-516.69	-1,158,416.03
Paycheck	08/26/2016	12194	Day, Matthew J	X	-21.14	-1,158,437.17
Liability Check	08/31/2016	EFTPS	United States Treas...	X	-5,134.78	-1,163,571.95
Total Checks and Payments					-1,163,571.95	-1,163,571.95
Deposits and Credits - 46 items						
Deposit	07/30/2016			X	170.00	170.00
Deposit	07/30/2016			X	1,625.00	1,795.00
Deposit	08/02/2016			X	41,666.67	43,461.67
Deposit	08/03/2016			X	254.00	43,715.67
Deposit	08/03/2016			X	705.00	44,420.67
Deposit	08/06/2016			X	247.00	44,667.67
Deposit	08/06/2016			X	1,600.00	46,267.67
Deposit	08/09/2016			X	1,098,796.01	1,145,063.68
Deposit	08/10/2016			X	760.00	1,145,823.68
Paycheck	08/11/2016	DD1206	Viox, Nicholas D	X	0.00	1,145,823.68
Paycheck	08/12/2016	DD1207	Viox, Nicholas D	X	0.00	1,145,823.68
Paycheck	08/12/2016	DD1205	Viox, Nicholas D	X	0.00	1,145,823.68
Paycheck	08/12/2016	DD1204	Viox, Nicholas D	X	0.00	1,145,823.68
Deposit	08/12/2016			X	166.00	1,145,989.68
Deposit	08/13/2016			X	433.00	1,146,422.68
Deposit	08/13/2016			X	1,530.00	1,147,952.68
Deposit	08/17/2016			X	20.00	1,147,972.68
Deposit	08/17/2016			X	248.00	1,148,220.68
Deposit	08/17/2016			X	560.00	1,148,780.68
Deposit	08/18/2016			X	140.00	1,148,920.68
Deposit	08/19/2016			X	84.00	1,149,004.68
Deposit	08/20/2016			X	337.00	1,149,341.68
Deposit	08/20/2016			X	1,250.00	1,150,591.68
Deposit	08/24/2016			X	232.00	1,150,823.68
Deposit	08/24/2016			X	705.00	1,151,528.68
Paycheck	08/26/2016	DD1217	Nugier, Kody J	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1213	MacArthur, David J	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1214	Merica, Gregory J	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1216	Merica, Kenneth N	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1220	Russell, Amy K	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1210	Golden, McKenzie L	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1219	Posler, Marianne	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1208	Bacigalupi, Robert M	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1211	Helferich, Michael D	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1218	Paveglio, Colleen M	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1215	Merica, John A	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1222	Talarico, Nina	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1223	VanNess, Nicole	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1221	Smith, Caitlyn B	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1212	Hoekje, Patricia K	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1209	Creamer, Rachel S	X	0.00	1,151,528.68
Paycheck	08/26/2016	DD1224	Wright, Krista S	X	0.00	1,151,528.68
Deposit	08/27/2016			X	225.00	1,151,753.68
Deposit	08/27/2016			X	1,490.00	1,153,243.68
Deposit	08/31/2016			X	11.51	1,153,255.19
Deposit	08/31/2016			X	915.00	1,154,170.19
Total Deposits and Credits					1,154,170.19	1,154,170.19
Total Cleared Transactions					-9,401.76	-9,401.76
Cleared Balance					-9,401.76	205,714.00

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 36 items						
Paycheck	08/19/2011	4772	Kellogg, Paul T		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,678.47
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-5,703.20
Bill Pmt -Check	08/02/2016	12151	9 Bean Rows, LLC		-331.00	-6,034.20
Bill Pmt -Check	08/16/2016	12191	TBA ISD		-1,098.02	-7,132.22
Liability Check	08/23/2016	12199	City of TC - Vendor		-5,282.34	-12,414.56
Liability Check	08/23/2016	12198	ICMA Retirement Tr...		-2,088.99	-14,503.55
Bill Pmt -Check	08/23/2016	12210	Traverse City Light ...		-441.97	-14,945.52
Bill Pmt -Check	08/23/2016	12208	TAHRA		-250.00	-15,195.52
Bill Pmt -Check	08/23/2016	12209	Traverse City Light ...		-83.88	-15,279.40
Bill Pmt -Check	08/30/2016	12212	Bottomline Bookkee...		-170.00	-15,449.40
Total Checks and Payments					-15,449.40	-15,449.40
Total Uncleared Transactions					-15,449.40	-15,449.40
Register Balance as of 08/31/2016					-24,851.16	190,264.60
New Transactions						
Checks and Payments - 11 items						
Check	09/06/2016	12213	TIF-97		-1,280,520.98	-1,280,520.98
Bill Pmt -Check	09/06/2016	12215	Uptown Developme...		-38,772.07	-1,319,293.05
Bill Pmt -Check	09/06/2016	12214	AECOM		-10,164.00	-1,329,457.05
Liability Check	09/06/2016	12219	ICMA Retirement Tr...		-2,100.61	-1,331,557.66
Bill Pmt -Check	09/06/2016	12220	Bottomline Bookkee...		-150.00	-1,331,707.66
Liability Check	09/08/2016		QuickBooks Payroll ...		-13,598.43	-1,345,306.09
Paycheck	09/09/2016	12217	Lewis, Corey D		-792.84	-1,346,098.93
Paycheck	09/09/2016	12216	Dwyer, Joseph M		-530.61	-1,346,629.54
Paycheck	09/09/2016	12218	Wood, Mark S		-467.70	-1,347,097.24
Liability Check	09/14/2016	EFTPS	United States Treas...		-5,148.06	-1,352,245.30
Liability Check	09/20/2016	EFTPS	State of Michigan - ...		-1,946.10	-1,354,191.40
Total Checks and Payments					-1,354,191.40	-1,354,191.40
Deposits and Credits - 23 items						
Deposit	09/01/2016				1,335,832.08	1,335,832.08
Deposit	09/02/2016				101,567.72	1,437,399.80
Deposit	09/03/2016				390.00	1,437,789.80
Deposit	09/03/2016				3,300.00	1,441,089.80
Deposit	09/07/2016				283.00	1,441,372.80
Deposit	09/07/2016				1,215.00	1,442,587.80
Paycheck	09/09/2016	DD1228	Hoekje, Patricia K		0.00	1,442,587.80
Paycheck	09/09/2016	DD1226	Golden, McKenzie L		0.00	1,442,587.80
Paycheck	09/09/2016	DD1229	Merica, Gregory J		0.00	1,442,587.80
Paycheck	09/09/2016	DD1230	Merica, John A		0.00	1,442,587.80
Paycheck	09/09/2016	DD1231	Merica, Kenneth N		0.00	1,442,587.80

Downtown Development Authority
Reconciliation Detail
Fifth Third Checking - 3112, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	09/09/2016	DD1232	Nugier, Kody J		0.00	1,442,587.80
Paycheck	09/09/2016	DD1234	Posler, Marianne		0.00	1,442,587.80
Paycheck	09/09/2016	DD1236	Smith, Caitlyn B		0.00	1,442,587.80
Paycheck	09/09/2016	DD1233	Paveglio, Colleen M.		0.00	1,442,587.80
Paycheck	09/09/2016	DD1239	Wright, Krista S		0.00	1,442,587.80
Paycheck	09/09/2016	DD1227	Helferich, Michael D		0.00	1,442,587.80
Paycheck	09/09/2016	DD1238	VanNess, Nicole		0.00	1,442,587.80
Paycheck	09/09/2016	DD1225	Bacigalupi, Robert M.		0.00	1,442,587.80
Paycheck	09/09/2016	DD1237	Talarico, Nina		0.00	1,442,587.80
Paycheck	09/09/2016	DD1235	Russell, Amy K		0.00	1,442,587.80
Deposit	09/10/2016				467.00	1,443,054.80
Deposit	09/10/2016				2,460.00	1,445,514.80
Total Deposits and Credits					1,445,514.80	1,445,514.80
Total New Transactions					91,323.40	91,323.40
Ending Balance					66,472.24	281,588.00

DDA-TIF2
Balance Sheet
 As of August 31, 2016

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,172,064.20
Total Checking/Savings	1,172,064.20
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,084,161.20
Other Assets	
Due From Other Funds	4,471.53
Total Other Assets	4,471.53
TOTAL ASSETS	3,088,632.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	2,437,097.00
Due To Other Funds	585.00
Total Other Current Liabilities	2,437,682.00
Total Current Liabilities	2,437,682.00
Total Liabilities	2,437,682.00
Equity	
Retained Earnings	648,917.26
Net Income	2,033.47
Total Equity	650,950.73
TOTAL LIABILITIES & EQUITY	3,088,632.73

DDA-TIF2
Profit & Loss
August 2016

	Aug 16
Income	
Interest	99.22
Total Income	99.22
Expense	0.00
Net Income	99.22

DDA-TIF2
Profit & Loss
July through August 2016

	Jul - Aug 16
Income	
Interest	198.90
Property Taxes	1,834.57
Total Income	2,033.47
Expense	0.00
Net Income	2,033.47

Reconciliation Summary**Fifth Third Checking - 4378, Period Ending 08/31/2016**

	Aug 31, 16
Beginning Balance	1,171,964.98
Cleared Transactions	
Deposits and Credits - 1 Item	99.22
Total Cleared Transactions	99.22
Cleared Balance	1,172,064.20
Register Balance as of 08/31/2016	1,172,064.20
Ending Balance	1,172,064.20

Reconciliation Detail

Fifth Third Checking - 4378, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,171,964.98
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2016			X	99.22	99.22
Total Deposits and Credits					99.22	99.22
Total Cleared Transactions					99.22	99.22
Cleared Balance					99.22	1,172,064.20
Register Balance as of 08/31/2016					99.22	1,172,064.20
Ending Balance					99.22	1,172,064.20

DDA - TIF97
Balance Sheet
 As of August 31, 2016

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	3,632,255.42
Total Checking/Savings	3,632,255.42
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	4,947,255.42
TOTAL ASSETS	4,947,255.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	75.00
Total Accounts Payable	75.00
Other Current Liabilities	
Deferred Revenue	1,425,000.00
Due To Other Funds	5,056.53
Total Other Current Liabilities	1,430,056.53
Total Current Liabilities	1,430,131.53
Total Liabilities	1,430,131.53
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,330,755.78
Net Income	1,207,568.11
Total Equity	3,517,123.89
TOTAL LIABILITIES & EQUITY	4,947,255.42

DDA - TIF97
Profit & Loss
August 2016

	Aug 16
Income	
Interest	248.59
Property Taxes	1,027,543.80
Total Income	1,027,792.39
Expense	
Professional/Contractual	75.00
Total Expense	75.00
Net Income	1,027,717.39

DDA - TIF97
Profit & Loss
July through August 2016

	<u>Jul - Aug 16</u>
Income	
Interest	457.15
Property Taxes	<u>1,213,712.01</u>
Total Income	<u>1,214,169.16</u>
Expense	
Professional/Contractual	<u>6,601.05</u>
Total Expense	<u>6,601.05</u>
Net Income	<u><u>1,207,568.11</u></u>

Reconciliation SummaryFifth Third Checking - 8026, Period Ending 08/31/2016

	Aug 31, 16
Beginning Balance	2,612,648.03
Cleared Transactions	
Checks and Payments - 2 items	-25,984.78
Deposits and Credits - 2 items	1,045,592.17
Total Cleared Transactions	1,019,607.39
Cleared Balance	3,632,255.42
Register Balance as of 08/31/2016	3,632,255.42
New Transactions	
Deposits and Credits - 1 item	1,280,520.98
Total New Transactions	1,280,520.98
Ending Balance	4,912,776.40

Reconciliation Detail

Fifth Third Checking - 8026, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,612,648.03
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	08/01/2016	1123	Downtown Develop...	X	-8,185.00	-8,185.00
Bill Pmt -Check	08/17/2016	1124	Grand Traverse Cou...	X	-17,799.78	-25,984.78
Total Checks and Payments					-25,984.78	-25,984.78
Deposits and Credits - 2 items						
Deposit	08/10/2016			X	1,045,343.58	1,045,343.58
Deposit	08/31/2016			X	248.59	1,045,592.17
Total Deposits and Credits					1,045,592.17	1,045,592.17
Total Cleared Transactions					1,019,607.39	1,019,607.39
Cleared Balance					1,019,607.39	3,632,255.42
Register Balance as of 08/31/2016					1,019,607.39	3,632,255.42
New Transactions						
Deposits and Credits - 1 item						
Deposit	09/07/2016				1,280,520.98	1,280,520.98
Total Deposits and Credits					1,280,520.98	1,280,520.98
Total New Transactions					1,280,520.98	1,280,520.98
Ending Balance					2,300,128.37	4,912,776.40



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

I. MISSION

The Sara Hardy Downtown Farmers Market (the Market) is operated by the Traverse City Downtown Development Authority (DDA) and is managed by SEEDs (The Market Manager). The purpose of the Market is to create a sales venue for local area farmers, provide opportunity for consumers to purchase quality farm-grown goods, to provide a community gathering place, and to promote and stimulate economic development and create traffic in the Downtown area.

II. TIME AND PLACE

The Market takes place on Wednesdays and Saturdays in season on dates established every year by the Downtown Development Authority. The Market begins by 7:30 a.m. on Saturdays, 8:00 a.m. on Wednesdays, and ends at 12 noon. The DDA shall set dates based upon recommendation by the Farmers Market Advisory Board.

The Market takes place in parking lot "B" at the southwest corner of Cass and Grandview Parkway in downtown Traverse City, though it may be temporarily moved to accommodate other events in that space.

III. WHO CAN SELL

Only Vendors registered and approved in accordance with these Rules may sell at the Market. Applications are available by contacting the DDA office and must be submitted by **APRIL 11**. Applications shall be sent to the attention of the DDA Communications and Projects Coordinator. Applications will be required annually. Any dispute of a determination made by the Market Manager and/or DDA Staff may be appealed to the Farmers Market Advisory Board.

All Vendors must be within the Historical 7 County Area (Grand Traverse, Antrim, Kalkaska, Wexford, Leelanau, Benzie, and Manistee Counties)ATTACHMENT A

All Vendors outside of the 7 Counties, please refer to the Limited Exemption to see if it applies.

If space is limited preference will be determined by the following four factors:



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

- Product Balance
- Timing of Acceptance
- Proximity to the Market (as mentioned above)
- Booth assignment process (detailed in Section V)

The Market Manager and DDA Staff shall determine acceptance into the Market at their sole discretion. Any appeals of this decision may be brought to the Farmers Market Advisory Board. This Board will make any ultimate decision on these matters and its decision shall be final.

Those not accepted because of space limitations will be placed on a waiting list and will be made aware of any openings throughout the season.

IV. WHAT CAN BE SOLD

All of the products sold at the Market must be grown or produced by the Vendor offering them for sale. No reselling will be allowed. Reselling is defined as offering or sale of any product not grown or produced by the Vendor. All products and Vendors must be compliant with any applicable USDA, MDA and Department of Health regulations. Vendors are defined by the following 3 categories:

CATEGORY 1: RAW AGRICULTURAL PRODUCTS

Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.

All items that the Vendor will bring to the Market must be listed on the attachment to the application. If there are any additions to this list, an amendment must be made prior to the item being brought to Market. The Vendor must provide proof of planting stock purchase or equivalent documentation to have the amendment approved. Approval is at the discretion of the DDA Staff and the Market Manager.

- I. Fruits, Vegetables, Cultivated Mushrooms, & Grain: Must be grown 100% by that Vendor.
- II. Animal Agriculture: Includes meats, eggs, honey, and milk. 100% of the animals must be owned and cared for by that Vendor.



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

- III. Nursery Items: Nursery items include annuals, perennials, and cut flowers. These items may not be purchased by the Vendor ready for retail. No wholesaling is allowed. All nursery items must abide by the additional guidelines listed below:
 - I. The nursery/greenhouse must have production facilities specifically for growing nursery/stock plants.
 - II. The nursery/greenhouse must produce plants from seed, cuttings, plugs, and/or bare root stock in small containers, which are then grown to the finished size.
 - III. The nursery/greenhouse will have an annual production plan complete with order confirmations for seed, cuttings, liners/plugs, bare root, small containerized stock, and supplies such as soil, pots, fertilizers, etc., along with invoices on file.
 - IV. Vendors selling winter-hardy nursery stock items, including trees, shrubs, perennials, mums, fruit trees, berry plants, rose bushes, vines, herbs and bulbs must produce both a Nursery Stock Growers License or a Small Scale Growers License as well as a Nursery Stock Dealer Market License. These licenses can be found on MDARD's website.

CATEGORY 2: VALUE ADDED AGRICULTURAL ITEMS

Priority in this category will be given to Vendors based on the following criteria (NOTE: The DDA acknowledges the constraints of our local growing area when it comes to value-added products. This will be taken into account during the evaluation process.):

- I. Vendors that grow all of their ingredients
- II. Vendors that use their own grown ingredients along with locally farmed ingredients.
- III. Vendors that source all ingredients from locally farmed ingredients.

All Vendors in this category will be evaluated by the Farmers Market Advisory Board before acceptance to ensure the best Market blend.

Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

All items that the Vendor will bring to the Market must be listed on the attachment to the application. If there are any additions to this list, an amendment must be made prior to the item being brought to Market. Approval is at the discretion of the DDA Staff and the Market Manager.

Value Added Agricultural Items Include:

- I. Baked Items: (Limit of 8 Vendors) Eligible bread products must be baked from dough made by the Vendor.
- II. Soap/Health & Beauty Care Products: (Limit of 4 Vendors)
- III. Value Added Fruits & Vegetables: This includes oils, vinegars, preserves, jams, dried fruits, juices, salsas, etc.
- IV. Cheese: Priority is given to those who own their own their own animals, then to those who source exclusively from local farmers.
- V. Small Wine Vendors (Maximum of 3 Vendors on Wednesdays, 2 Vendors on Saturdays)
 - I. Eligible wineries must:
 - A. Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers' Market Permit (https://www.michigan.gov/documents/lara/LCC-3020_Farmers_Market_Permit_Application_08-13_432699_7.pdf)
 - i. Tastings and sales shall be limited to an exclusive area that is well-defined and clearly marked and under the control of the permit holder. This perimeter must be approved by the Market Manager before the vendor attends market.
 - ii. Tastings to each customer shall not exceed 3 services of 2 ounces or less of wine in any period of 24 hours
 - iii. The Market Manager will sign the Permit upon acceptance for submission to the MLCC
 - iv. Make fewer than 5,000 gallons of wine per year at all locations
 - B. Wineries shall provide a certificate of liquor liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City and the Traverse City Downtown Development Authority as additional insured.



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

The certificate shall evidence dates of coverage that are inclusive of the dates alcohol is being sold or served.

- C. Wineries shall submit copies of server training certification for each server who will be present sampling wines at the market. In the event that there are any substitutions, the Market Manager must be notified and be provided with certifications for new servers.
- D. Wineries will check photo identification of ALL customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with federal law.
- E. Wine vendors are responsible for providing their own receptacles for tastes and must clean up their space after.

CATEGORY 3: WILDCRAFTED/FORAGED ITEMS

Because it is difficult to ascertain where items are foraged, it is required that the Vendor reside within the Historical 7 County Area.

Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.

All wildcrafted/foraged items, whether fresh or dried, must be 100% gathered by the Vendor. Examples include wild mushrooms, fish, & wild leeks.

All items that the Vendor will bring to the Market must be listed on the attachment to the application. If there are any additions to this list, an amendment must be made prior to the item being brought to Market. Approval is at the discretion of the DDA Staff and the Market Manager.

VENDORS THAT FIT INTO MORE THAN ONE OF THE THREE CATEGORIES LISTED ABOVE MUST COMPLETE TWO FORMS:

- I. APPLICATION FOR ALL APPLICABLE CATEGORIES***
- II. MULTI-CATEGORY FORM (ATTACHMENT B)***



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

V. BOOTH ASSIGNMENTS & RATES

Assigned spaces will be allocated based on duration of attendance, timing of application submission, and product balance. If the Vendor is unsure of their Market attendance at the time the application is submitted, they should contact the DDA office at least one week in advance to confirm attendance and duration of Market attendance. This will help ensure a space on the Vendor's desired Market dates. If no such contact is made, spaces are not guaranteed and will be given out on a first come, first serve basis.

If a Vendor is aware that they will not be able to attend a Market date that they had previously reserved, they must notify the DDA Office at least 1 week prior to non-participation by emailing caitlyn@downtowntc.com or calling 231.922.2050. Failure to notify the DDA of an absence may result in the Vendor being billed for that date.

There are three stages to the booth assignment process:

- 1.) Application
- 2.) Acceptance into the Market
- 3.) Attendance and duration of attendance communicated to the DDA at least one week before the first Market the Vendor plans to attend. This will reserve a space for the Vendor.

If all three steps are not completed, then a space is not guaranteed at Market. Booths that aren't reserved will be assigned by the Market Manager on the day of the Market on a first come, first serve basis.

Vendors' booth set up may not impede foot traffic and the walkway. The Market Manager shall monitor set up to ensure it is appropriate and/or if it needs to be altered.

Vendors are offered the following four options for Booths:

	Booth Space(s)	Space(s) for Vehicle(s)
Bronze	1 (On the South Side of the lot, by the river)	None Provided (Refer to Parking Map in Section VIII)
Silver	1 (The southern and center rows of the lot)	1 in Lot B (Next to booth Space)



SARA HARDY DOWNTOWN



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	Booth Space(s)	Space(s) for Vehicle(s)
Gold	2 (1 Silver and 1 Bronze Booth)	1 in Lot B (Next to booth Space)
Platinum	2 (2 Silver Booths)	2 in Lot B (Next to booth spaces)
PLEASE NOTE: THESE ARE NOT 10'X 10'SPACES. THEY ARE 8' SPACES WIDE AND A MINIMUM OF 8' SPACES DEEP.		

The rates for the Market are listed in the tables below:

	DAILY RATE	
Booth Size	Wednesdays	Saturdays
Bronze	\$15	\$20
Silver	\$20	\$25
Gold	\$30	\$40
Platinum	\$60	\$70

	PREPAYMENT OPTION: Wednesdays & Saturdays		
Booth Size	May - June (due May 7)	July - August (due July 2)	Sept. - Oct. (due September 3)
Bronze	\$170	\$255	\$215
Silver	\$235	\$330	\$300
Gold	\$405	\$515	\$515
Platinum	\$795	\$965	\$1025



SARA HARDY DOWNTOWN



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	PREPAYMENT OPTION: WEDNESDAYS ONLY		
Booth Size	May - June (due June 1)	July - August (due July 6)	Sept. - Oct. (due September 7)
Bronze	\$40	\$100	\$80
Silver	\$60	\$140	\$120
Gold	\$100	\$220	\$200
Platinum	\$200	\$460	\$440

	PREPAYMENT OPTION: SATURDAYS ONLY		
Booth Size	May - June (due May 7)	July - August (due July 2)	Sept. - Oct. (due September 3)
Bronze	\$120	\$155	\$135
Silver	\$160	\$190	\$180
Gold	\$280	\$295	\$315
Platinum	\$520	\$555	\$585

FOR ANY DATES IN WHICH THE MARKET MOVES TO THE OLD TOWN PARKING DECK, BOOTH FEES WILL REVERT TO THE 2013 SEASON STRUCTURE OF \$20 ON WEDNESDAYS & \$25 ON SATURDAYS. THE PREPAYMENT SCHEDULES REFLECT THIS.

VI. MARKET DAY ACTIVITIES

Vendors must be parked and within their booth by the time requested on their acceptance letter. Vendors not parked by then forfeit their space for that Market day. Vendors may set up early but must cease sales at 12:30 p.m. Vendors may not remove their vehicle from their stall until 12:00 p.m. and must completely vacate their space by 1:00 p.m. on Wednesdays and 1:30 p.m. on Saturdays. The Vendor space must be left clean and free of debris. Only one vehicle may park in each Vendor stall. Any other vehicle Vendors bring must be parked in accordance with Section 8 of these Rules.



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016

Payment will be picked up the day of the market by SEEDs. If you select to prepay, your payment will be due the date indicated in the table in Section V.

VII. COMPLIANCE WITH RULES

Compliance with these Rules is essential to a successful Farmers Market. Honesty from all Vendors is expected and required. Any Vendor found in violation of these Rules by the Market Manager or by DDA Staff will be subject to further review, which may result in a citation, suspension, or expulsion from the Market.

The Farmers Market Advisory Board, or its designee, from time to time may make Vendor Audits. Based on such a Vendor Audit, the Board may request the Market Manager to issue a citation. The Vendor Audit Protocol is outlined in ATTACHMENT D.

If the Vendor is not satisfied with the outcome of the review or the Vendor Audit Protocol process, they may appeal to the Farmers Market Advisory Board, who will meet within two weeks to hear the appeal. Decisions of the Farmers Market Advisory Board shall be final.

Grievance/Complaint forms can be found at the SEEDs Office at the Farmers Market.

VIII. PARKING

Accessible parking is crucial to serve customers of the Farmers Market. Parking is based upon booth selection. Platinum Booths will receive two parking spaces. Gold and Silver Booths will receive one parking space. Trailers are considered to be a vehicle.

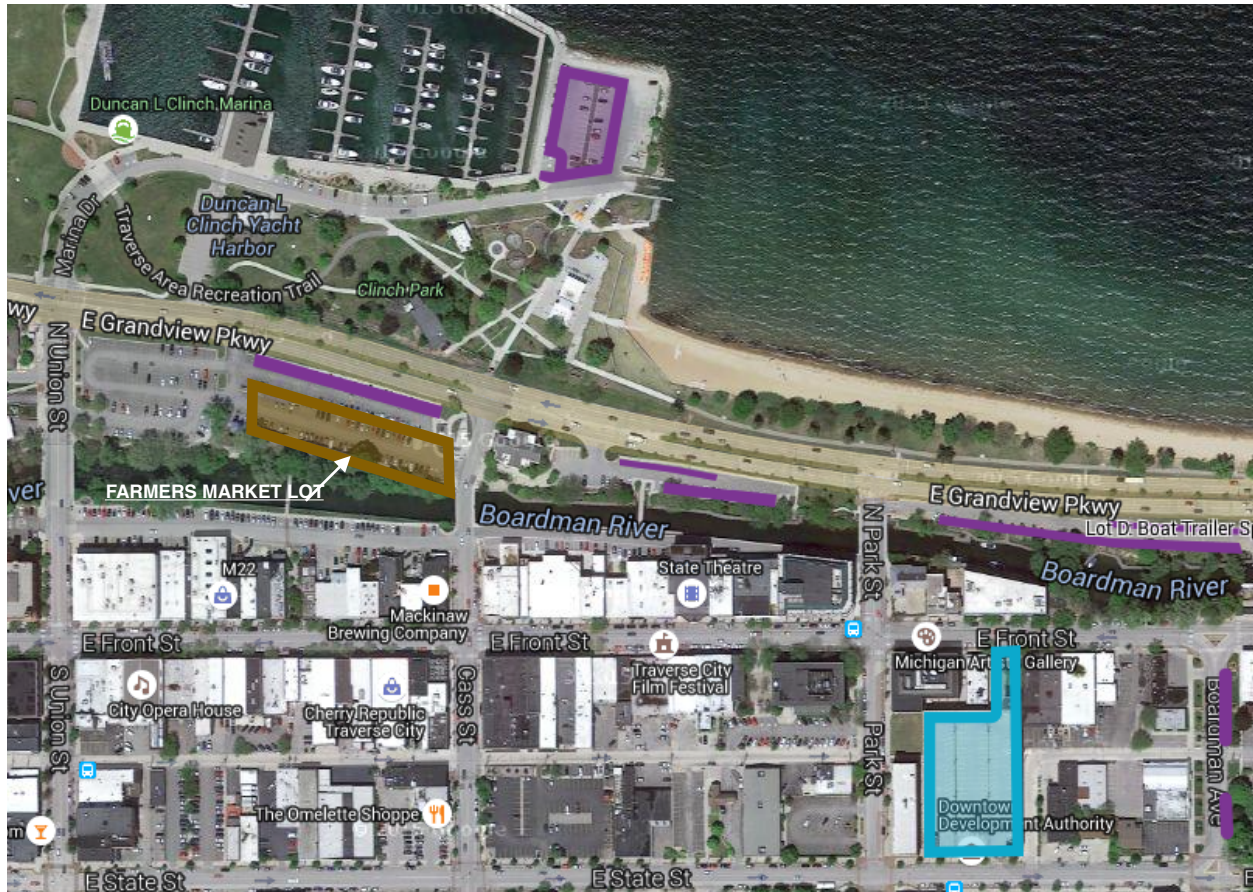
Bronze booths and additional vehicles may park in any space in Downtown Traverse City subject to meter rates and any other restrictions posted in the lot. It is encouraged that vendors are mindful of limited customer parking and allow space for them to park. Vendor vehicles four in violation of this section will be subject to ticketing. 10 hour meters are outlined in the map below in purple. A nearby parking garage is outlined in blue.



SARA HARDY DOWNTOWN



FARMERS MARKET RULES 2016



IX. ENTERTAINMENT VENDORS

Individuals or groups that wish to be Entertainment Vendors will be permitted to participate for one hour during each Market day. A maximum of four Entertainment Vendors may participate on any given Market day. One Entertainment Vendor may perform at any time.

Entertainment Vendors will be assigned a time slot and stall on a first come, first serve basis. Times and locations are provided by the Market Manager. The Market Manager reserves the right to deny any entertainer or entertainment group based on noise and space restrictions.

Entertainment Vendors must abide by the City of Traverse City's Street Performers Ordinance, Chapter 864. They will be allowed to display signage and receive tips. The performance will effect their chances for participation next year.



SARA HARDY DOWNTOWN

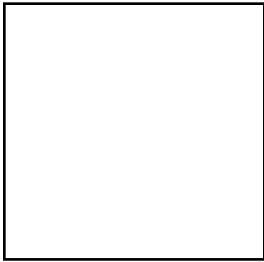
FARMERS MARKET RULES 2016



X. MISCELLANEOUS

- a. Fowl Feed: No duck feed or other food for fowl is allowed.
- b. Semi Trucks: No semi trucks are allowed.
- c. Peaceful Environment: in the spirit of a community event, any Vendor making a hostile or uncivil environment for other Vendors, customers, or market staff will be addressed and in some cases removed from market. In addition, all Vendors must abide by the City of Traverse City's Noise Ordinance, Chapter 652.
- d. Food Establishment License: Vendors who sell processed foods must contact the Department of Agriculture regarding the need to obtain a Food Establishment License. The local MDA can be reached at (231) 922-5210.
- e. Trash receptacles are for customers, Vendors must remove all of their own trash.
- f. Vendors are not permitted to bring pets to the Market.

The undersigned, declares and says he/she wishes to be permitted to participate in the Farmers Market as stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances of the City of Traverse City (hereafter "City") and policies of the Downtown Development Authority ("DDA") relative to the Farmers Market, and agrees to hold the City and DDA free and harmless from all liability which may be imposed upon them, to reimburse the City and DDA for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in its participation in the Farmers Market. The undersigned acknowledges that permission to participate in the Farmers Market may be revoked if it is determined any information regarding the applicant's participation was not accurately conveyed on this application document or if the City's or DDA's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City and DDA should permission be revoked. The applicant acknowledges that the City and DDA may be required from time to time to release records in their possession. The applicant hereby gives permission to the City and DDA to release any records or materials received by the city from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.



Memorandum

Grand Traverse County
Planning and Development
231.922.4513 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: City Planning Commission / DDA Board of Directors

From: Jean Derenzy, Deputy Director Planning & Development /
Community Development

Date: September 12, 2016

Subject: Community Development Update

August Update:

Project News:

The following is an update on some of the Community Development activities throughout the City and County:

145 West Front Street: Closing occurred on Friday, September 9th. A great opportunity to implement an important component of the TIF Plan.

Envision 8th – Charrette: Board members are encouraged to attend the final design resulting from the Envision 8th Charrette on Monday, September 26. A public open house will be from 5:00 – 7:00pm in the Governmental Center training room. At 7:00pm the design consultant, Doug Farr, will present the Plan and the proposed form base code to the City Commission.

West Boardman Lake: The preferred design was presented to the City Commission on September 12th outlining the potential new development and proposed new street called South Boardman Street. Staff will be meeting with the consultants and steering committee, with the final report to be available in October.

The Boardman Lake Trail was presented to the City Commission and Garfield Township in August with the preferred design presented to both Boards. Unanimous support was received for the schematic trail design.

Park Place Conference Center: Meeting will be held next week to go over the public infrastructure components for the Park Place Brownfield Plan. Plan is being prepared for an October 2016 Brownfield meeting. As a reminder the Brownfield Plan will only encompass the conference center and public infrastructure components.

Urban3 Study: The City of Traverse City, Grand Traverse County, DDA and the Realtors Association worked together to hire Urban3 to complete a revenue generation of land-use, which provides revenue production for all forms of government. Urban3 will be in town October 10 and 11, with various public open houses occurring. Information on time and location of these open houses will be sent to board members shortly.


Should you have any questions feel free to call me at 922-4513, or email at jderenzy@grandtraverse.org.

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

FROM: Timothy J. Lodge, City Engineer 

DATE: August 16, 2016

SUBJECT: Parking Lot D and Boardman River Boat Launch Improvements

This memo is to provide an update and includes a recommendation to award a construction contract for the above referenced project.

BACKGROUND

The project (CIP Project 550) has been in plan development since 2010 when the need to reconstruct the lot was identified by Parking Services. The lot currently includes 52 auto and 6 trailer parking spaces. It is used primarily in the summer months serving Clinch Park and Boardman River activities and by fishermen in the transitional times in the fall and spring. In the winter it is used for snow storage for the downtown snow removal operations.

During fundraising for Clinch Park Hagerty Insurance pledged \$50,000 to be used for improving the boat ramp in the parking lot. This was followed with grant applications to the MDNR Waterways and Coastal Zone Management (CZM) Programs. The City received and accepted a \$156,200 Waterways Grant in 2012/13. However the funding was reassigned to Emergency Dredging and the City re-applied and was successful in 2014. The City received and accepted a \$40,000 CZM Grant in 2012 but had to return the money because of the re-assigned Waterways Grant. We re-applied and accepted an \$80,000 CZM Grant in 2013 but because of environmental soil conditions discovered during the design we forfeited the funding. We re-applied for funding in 2015 but were not successful in receiving funding.

The main factor in not receiving CZM funding was the change in the scope of work that was necessitated by environmental soil conditions. The City employed an environmental consultant in 2013/14 and found soil conditions that were incompatible with the planned permeable pavement and rain gardens. The existing and proposed asphalt paved surface acts as a barrier to the environmentally impacted soils as noted in the attached communication from Otwell-Mawby.

Therefore, the storm water management systems were changed to include four bio-filter inlet and tree boxes which discharge into catch basins that will have baffles (Traverse City Outlet Covers) that reduce the amount of trash and insoluble pollutants from the storm water. They also provide sumps below the catch basin outlet to settle out and collect solids such as sand

and iron oxide. Additionally, the outlet covers will have "Bio-Skirts" attached to them. These skirts are treated with an antimicrobial agent to reduce soluble bacterial pollutants such as bird feces from leaving the catch basin and entering the river. These skirts also absorb insoluble pollutants such as oil and gas increasing the effectiveness of the baffle itself for this type of pollutant. Native plantings and trees are included in the tree lawn along the north side of the parking lot adjacent to Grandview Parkway.

CURRENT PROJECT DESCRIPTION

The work for this project is divided into three work areas as follows:

Work Area #1

1. Reconstruct the parking lot with new curbing to provide 51 auto and 6 trailer parking spaces. Four auto spaces can be converted to two trailer spaces if needed.
2. Installation of bio-filter inlets and tree boxes to capture storm water run-off along the southern edge of the lot.
3. Installation of landscaping including trees and native plantings

Work Area #2

1. Replace existing boat launch ramp and provide new skid pier for boat access including a universally accessible canoe/kayak launch. An alternate for a cast in place ramp is also included.
2. Boat cleaning/invasive species education signage

Work Area #3

1. Removal and replacement of the existing wood ramp to access the existing boardwalk near the Park Street Entrance

A design plan sheet for the project is attached for your reference. The funding for the project is anticipated as shown below.

FUNDING SOURCES	
WATERWAYS GRANT	\$ 150,951.00
HAGERTY CONTRIBUTION	\$ 50,000.00
STORMWATER FUND	\$ 100,000.00
*PARKING SYSTEM FUNDING	\$ 275,000.00
TOTAL FUNDS AVAILABLE	\$ 575,951.00

As noted * above the funding from the parking system includes an allocation of \$50,000 for the Work Area #3 items from TIF 97. We have secured the necessary permits and the plans have been approved by MDNR Waterway staff. Construction can start this fall and be complete by June 2017.

BID RESULTS

Sealed bids were received on September 9, 2016 for the above referenced project. Two bids were received for this work as follows:

Elmer's Crane and Dozer, Inc	Traverse City	\$463,041.07
Molon Excavating, Inc	Traverse City	\$494,766.28

The Engineering Department cost estimate for the project is \$502,593.75. We have reviewed the bids received and the low bid contractor's experience with similar projects and found that the low bid contractor is capable of performing the work for this project.

In addition to a segmental panel boat ramp we included an alternate work item for placing a more durable cast in place concrete boat ramp. The Contractor pricing for this option is as follows:

Elmer's Crane and Dozer, Inc	Traverse City	\$462,744.39
Molon Excavating, Inc	Traverse City	\$496,616.28

The Engineering Department cost estimate for the project with the alternate cast in place boat ramp is \$513,593.75. Therefore, it is recommended that this work be awarded to Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder including the cast in place alternate, in the aforementioned amount of \$462,744.39, more or less, with funds available in Capital Project Fund with revenue sources as noted above.



Otwell Mawby, P.C.
Consulting Engineers

August 23, 2016

Mr. Timothy J. Lodge, P.E.
Traverse City-Engineering Department
400 Boardman Avenue
Traverse City, Michigan 49684

EMAIL: tlodge@traversecitymi.gov

**RE: PARKING LOT "D", BOAT LAUNCH PROJECT
ENVIRONMENTAL MEMO**

Dear Tim:

Pursuant to our recent telephone discussion we reviewed our file pertinent to the environmental investigations of the Boat Launch/Parking Lot 'D' property completed in 2013/2014. The work was presented in several reports which provide discussion regarding the scope of the investigation, the findings and include an environmental construction management plan (ECMP) dated September 2014. The ECMP addressed potential environmental issues that could occur during construction. These documents should be reviewed in their entirety for a more complete understanding of the environmental issues associated with the site.

Portions of the site were used historically as a bulk fuel storage and junk yard. These uses and historic fill on the site have resulted in environmental impact to the property. The field investigation completed in 2013/2014 included 27 soil borings. The borings typically encountered fill, consisting in many borings as black sandy material with coal and cinder fragments. The fill also included aggregate base and sand with brick fragments and wood. Laboratory analysis of select soil samples revealed impact with metals, semi volatile hydrocarbon constituents (PNAs) and volatile hydrocarbon constituents in excess of the MDEQ Generic Residential Cleanup Criteria (GRCC). It is reasonable to assume that the metals and PNA exceedances could exist in many locations across the site that have not been specifically laboratory tested, especially where the black sandy fill is encountered.

A large portion of the site is currently covered with a hard surface asphalt parking and drive areas. This hard surface cover prevents the infiltration of stormwater through the fill and the

potential for leaching of the PNAs and metals through the soil to groundwater with potential for subsequent migration of the groundwater to the Boardman River. The current asphalt parking area serves as an encapsulating barrier which protects users of the site from contact to the environmentally impacted soils and it effectively prevents infiltration and leaching of contaminants to groundwater.

The proposed project would remove and replace the existing hard surface with new pavement which will provide a comparable level of protection with regard to contaminant leaching and contact with the impacted soils. If the hard surfaces over portions of the site were permanently removed, such as a reduction in the parking area, and reestablished with a green area, there is an increased potential of infiltration, leaching of metals or PNA's from the impacted soils to the groundwater and migration to the Boardman River.

This memo provides a brief discussion of one issue associated with the investigation we have completed on the site. The documents referenced in the initial paragraph in this report should be reviewed for a more comprehensive understanding of the investigation, findings and ramifications of development. Please call if you have any questions or if we can provide further clarification.

Very truly yours,

OTWELL MAWBY, P.C.

A handwritten signature in cursive script, reading "Roger Mawby". The signature is written in dark ink and is positioned above the typed name and title.

Roger L. Mawby, P.E.
President

RLM/th



ESTIMATED QUANTITIES THIS SHEET: WORK AREA #2		
ITEM DESCRIPTION	UNIT	QUANTITY
SITE PREPARATION	LSUM	1
TREATED 4X4 RUB RAIL	FT	12
SEWER, SCH 40, 3 INCH	FT	115
SEWER, CL E, 12 INCH, TR DET B	FT	42
DR. STRUCTURE, 24 INCH DIA.	EA	1
DR. STRUCTURE, 48 INCH DIA, W/ 24 INCH SUMP	EA	3
TRAVERSE CITY OUTLET COVER	EA	3
BIOFILTER INLET AND TREE BOX	EA	4
DR STRUCTURE COVER, TYPE K	EA	3
DR STRUCTURE COVER, TYPE B	EA	1
CURB AND GUTTER, CONC, DET C4	FT	1495
SPILLWAY CONC	SFT	13
CONC., 8 INCH, NON-REINFORCED, SIDEWALKS / ADA RAMPS, DRIVEWAYS	SFT.	2450
DETECTABLE WARNING, CAST IN PLACE, REPLACEABLE, BRICK RED	FT	18
HMA, 13A, LEVELING (165# / SYD)	TON	233
HMA, 13A, TOP (165# / SYD)	TON	233
PAVT MRKG, REGULAR DRY, 4 INCH, WHITE	FT.	964
PAVT MRKG, REGULAR DRY, 4 INCH, BLUE	FT.	79
PAVT MRKG, REGULAR DRY, ACCESSIBLE SYM	EA	1
PARKING METER POST	EA	29
SIGN, TYPE IIIB	SFT	30
POST, STEEL, 3 LB (14' LENGTH)	FT	140

NOTES:

1. # NUMBER IN CIRCLE REFERS TO MDOT STANDARD PLAN R-96-E.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{mac} MARTY COLBURN, CITY MANAGER

SUBJECT: TECHNICAL ASSISTANCE FOR BRIDGE DESIGN

Attached is a memo from City Engineer Timothy Lodge recommending an agreement for technical assistance associated with bridge design which will augment the efforts of the City Engineering Department in ensuring proper completion of the Cass Street Bridge Rehabilitation.

The engineering department received proposals from AECOM and NDG. As indicated by the City Engineer, AECOM has worked with the City since 2010 on a number of bridge projects, and has extensive experience in bridge rehabilitation and replacement, while also proposing the lower cost.

I recommend the following motion (5 affirmative votes required):

that the competitive bidding process be waived; and that the Mayor and City Clerk execute a consultant agreement with AECOM in the amount of \$41,199.60 for technical assistance associated with bridge design for the South Cass Street Bridge, with funds available in the Public Improvements Fund, specifically TIF 97 and TIF II, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kem

K:\tcclerk\city commission\agreements\bridge design services Cass St_20160906

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *Lodge*
DATE: August 29, 2016
SUBJECT: Technical Assistance for Bridge Design Cass Street Bridge Rehabilitation

We have received funding from the Local Bridge Program through the Michigan Department of Transportation for the West Front Street Bridge (\$1,100,000 for FY2013), 8th Street Bridge (\$750,000 for FY2013), South Cass Street Bridge (\$850,000 for FY2015) and the Park Street Bridge (\$850,000 for FY 2017). We plan to have the West Front Street Bridge and the 8th Street Bridge ready for construction bids later this year with completion in 2017. We have collected topographic surveying data for the South Cass Street and Park Street Bridges and our surveying consultant will provide the mapping to us in the next few weeks.

As you know conditions for the South Cass Street Bridge have deteriorated over the past year to a point where we have closed the sidewalk on the east side and have placed the structure on a more frequent inspection schedule. With our forecasted work load and commitment to the West Front Street and 8th Street Bridge Projects and staff maternity leave (6 months) we have solicited proposals for the design of the Cass Street Bridge Rehabilitation from two bridge engineering consultants as follows:

Consultant	Location	Cost
AECOM	Marquette/Traverse City	\$ 41,199.60
NDG	Petoskey	\$ 45,928.00

Both firms are well qualified to perform the work needed for the rehabilitation of the bridge. AECOM has worked with the City on an as needed basis for the City's bridges since 2010. They have extensive experience in the design of short and medium span bridge rehabilitation and replacement. Furthermore, they have provided the detailed structural analysis of the bridge.


Therefore, we recommend that the City Commission authorize a Consultant Agreement with AECOM in the amount of \$41,199.60 with funds available in the Public Improvements Fund, specifically TIF 97 and TIF II, subject to approval as to substance by the City Manager and as to form by the City Attorney.

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

FROM: Timothy J. Lodge, City Engineer 

DATE: September 12, 2016

SUBJECT: 2015 Pavement Preservation Project
Contract Changes for Parking Lot V, 145 West Front Street

As requested, we obtained pricing from our current contractor for the above referenced project to construct and pave 85 parking spaces on Lot V (145 West Front) now that the City has taken possession of the property. The improved lot would be utilized until such time as the construction for the anticipated parking structure on this property begins. This will increase the number of spaces to 102.

In an effort to clarify the costs for the work, we have attached the project cost tabulation sheet with the Engineer's Estimate and the cost provided by the Contractor. We have reviewed their unit prices and have found them to be consistent with our estimated cost for the work.

Therefore, we recommend that the proper City officials be authorized to execute a change order to the existing contract with Elmer's to add these contract items to their contract in the amount of \$100,000.00, more or less. Funds are available in the Parking Fund for this work.

**2015 Paving and Resurfacing
City Parking 145 West Front (Lot V)**

Engineers Estimate	Elmer's 9-12-16
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Item No.	Est Qty	Unit	Description of Items	Unit Price	Total Price	Unit Price	Total Price
1	1	LSUM	MOBILIZATION / TRAFFIC CONTROL	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00
2	1	LSUM	SITE PREPARATION	\$ 22,000.00	\$ 22,000.00	\$ 29,864.00	\$ 29,864.00
3	1	EA	DR STRUCTURE, 48 INCH, TYPE K COVER, 3' SUMP W/ TRAVERSE CITY OUTLET COVER	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
4	2	EA	DR STRUCTURE, 24 INCH, TYPE K COVER, 3' SUMP	\$ 1,200.00	\$ 2,400.00	\$ 1,900.00	\$ 3,800.00
5	20	FT	SEWER, CLE, 12 INCH, TR DET B	\$ 100.00	\$ 2,000.00	\$ 150.00	\$ 3,000.00
6	2	EA	CONNECT TO EXISTING SEWER LEAD	\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00
7	1700	SYD	REMOVE HMA SURFACE	\$ 4.00	\$ 6,800.00	\$ 3.70	\$ 6,290.00
8	1700	SYD	FINE GRADE AND SHAPE	\$ 2.00	\$ 3,400.00	\$ 1.50	\$ 2,550.00
9	1200	SYD	AGGREGATE BASE 6"	\$ 6.00	\$ 7,200.00	\$ 8.91	\$ 10,692.00
10	310	FT	CURB, CONC., DET C4	\$ 23.00	\$ 7,130.00	\$ 23.00	\$ 7,130.00
11	355	TON	HMA 13A (220#/SYD.) TOP COURSE	\$ 85.00	\$ 30,175.00	\$ 74.80	\$ 26,554.00
12	300	SYD	SITE RESTORATION	\$ 10.00	\$ 3,000.00	\$ 8.45	\$ 2,535.00
13	4	EA	PAVT MRKG, REG DRY, ACCESSIBLE SYM	\$ 100.00	\$ 400.00	\$ 40.00	\$ 160.00
14	1730	FT	PAVT MRKG, REG DRY, 4 INCH, WHITE	\$ 0.50	\$ 865.00	\$ 0.50	\$ 865.00
15	320	FT	PAVT MRKG, REG DRY, 4 INCH, BLUE	\$ 0.50	\$ 160.00	\$ 0.50	\$ 160.00
16	220	FT	SCREEN FENCING (BY OTHERS)	\$ 10.00	\$ 2,200.00	\$ -	\$ -
Sub Total					\$ 97,130.00		\$ 100,000.00

2015 Paving and Resurfacing
City Parking 145 West Front (Lot V)
Bid Date:
City Commission Target Date:

City of Traverse City
Engineering Department
Page 1 of 1
9/12/2016

**2015 Paving and Resurfacing
City Parking 145 West Front (Lot V)**

Engineers Estimate	Elmer's 9-12-16
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Sub Total				\$	97,130.00	\$	100,000.00



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: September 13, 2016
Re: Transportation Demand Management Study Recommendation

In an effort to evaluate current processes and quantify parking for future developments, Parking Services issued a Request for Proposal to begin a Transportation Management Plan for recommendations for improvements to optimize the parking facilities we have and leverage other modes of transportation to relieve pressure on our facilities.

Parking Services has made efforts to improve its policies as outlined in the 3 Year Plan, however, there is a need for a more comprehensive approach that takes into account community input; commuter trends; and best management practices for offering pedestrian, bicycle, and transit options as an alternative to parking. We aim to be realistic about the fact that people currently use motorized vehicles to meet the vast majority of their transportation needs, and will likely continue to do so for the foreseeable future, but must simultaneously acknowledge the growing demand for other safe, convenient, and comfortable travel choices. By default, motor vehicles have been prioritized at the expense of other modes in current practices, and we recognize that people are unlikely to use other modes of transportation unless Parking Services designs, operates, and devices a plan to balance parking with all users in mind. Traverse City's size and desire to continue and increase resident's quality of life offer a strong foundation for creating this environment.

Nelson Nygaard	\$83,916
Rich & Associates	\$46,800
Walker Parking Consultants	\$70,000-\$90,000

The RFP was issued requesting proposals from qualified firms to evaluate parking and transportation within the Traverse City area. A committee consisting of Tyler Bevier from BATA, City Commissioners Gary Howe and Brian Haas, Planning Director Russ Soyring, Downtown Development Authority Board members T. Michael Jackson and Harry Burkholder, and Downtown Development Authority and Parking Services staff reviewed the proposals. The committee narrowed the field of three down to two for interviews and ultimately chose Nelson/Nygaard. Nelson/Nygaard proved to have the most thorough proposal and accomplished team.



Memorandum

Their Proposal includes:

*Two step approach: Evaluate year-round parking (6 months) and evaluate seasonal parking (1 year)

- Initiation & Engagement Phase – Nelson/Nygaard will engage with residents, business groups, and advocates/public officials.
- Conditions Assessment Phase – background document review, supply, utilization, alternative mobility networks, projected demand, and non-driving demand.
- Strategy Development Phase – capacity expansion and demand management/reduction
- Recommendations & Final Report Phase – consolidated recommendations and report summarizing findings and analysis

Our goal is to get ahead of future growth and make modifications now and incrementally rather than an after-thought approach. Reducing traffic and increasing walking, cycling and transit use, making it easy and inviting, is a primary objective of this endeavor.

I recommend the DDA Board approve and recommend to the City Commission, Traverse City Parking Services execute a contract with Nelson/Nygaard for a Transportation Demand Management Study in the amount of \$83,916.00 with funds available in the Auto Parking Fund 585-585-801.00.

While the initial proposal includes stakeholder outreach, we may come across topics that would be beneficial for additional input gathering. **I recommend the DDA Board approve and recommend to the City Commission a contingency for additional public input sessions if needed in an not-to-exceed amount of \$10,000 with funds available in the Auto Parking Fund 585-585-801.00.**

September 13, 2016



DDA Board of Directors
PO Box 42
Traverse City, MI 49685

DDA Board of Directors:

On behalf of the Downtown Traverse City Association, I want to thank you for the financial support provided by the DDA Board for the annual Santa's Arrival and Community Tree Lighting event since 2011. This event continues to grow and we are grateful to host over 2,000 attendees who head to Downtown Traverse City to see Santa arrive, participate in a community sing along and light the tree at the corner of Cass and E. Front St. We are seeking your support this year in the amount of \$10,000. This financial partnership will continue this holiday family tradition. Please find a draft outline of expenses requested to be supported by the DDA. The DTCA will assume the cost for marketing the event and only actual expenses will be invoiced to the DDA. Feel free to contact Colleen Paveglio or me if you have any questions.

Sincerely,

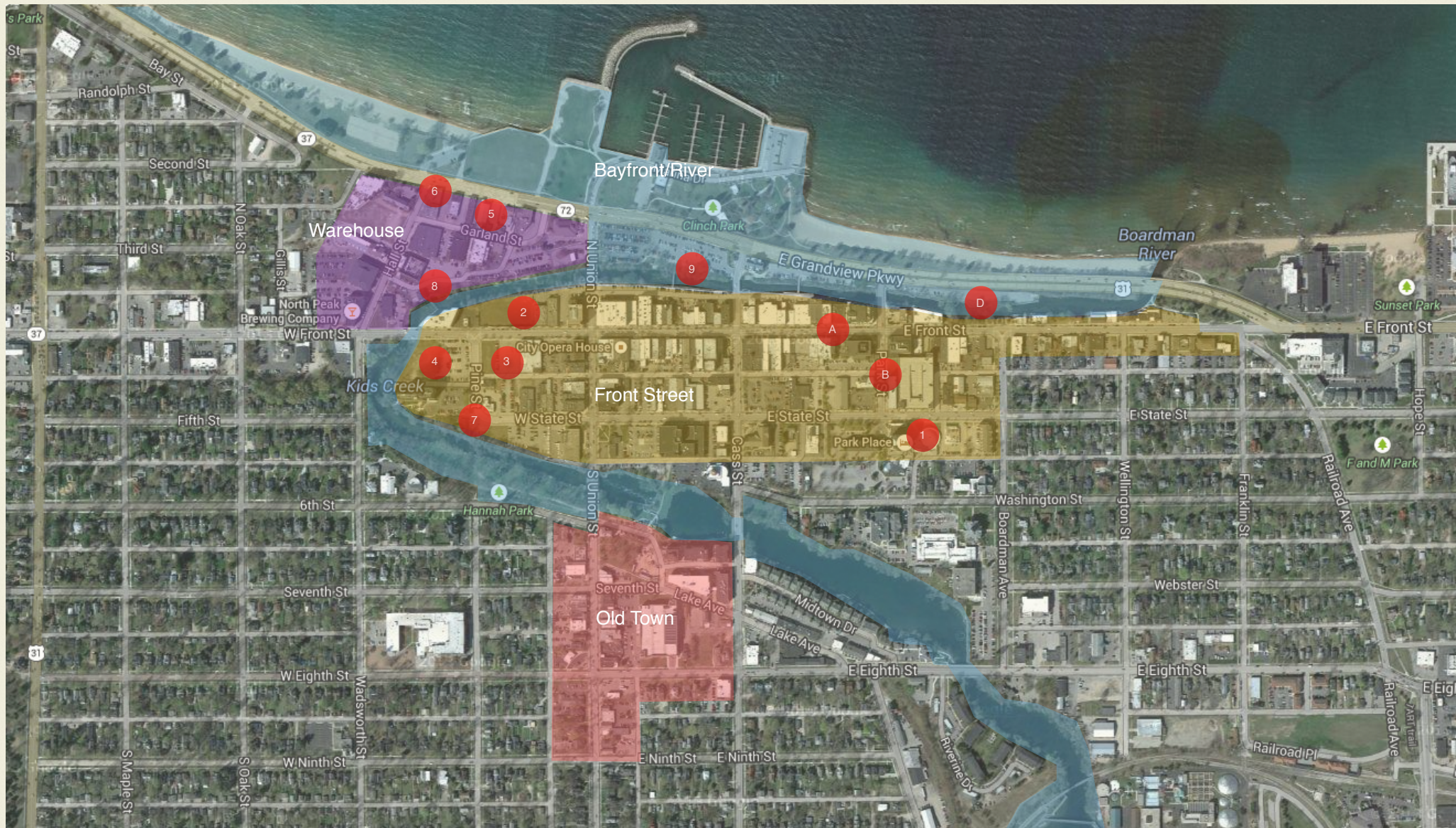
A handwritten signature in blue ink, appearing to read "Misha Neidorfler", is written over a faint, larger blue outline of the same signature.

Misha Neidorfler
DTCA President

Enclosure

Santa's Arrival & Community Tree Lighting
2016 Draft Budget

Company	Expense
Bridgeway Power	800
Emcee Services	100
Entertainment	1,500
GJ's (Staging/Tent)	2,750
Grand Traverse Chorus	500
Hoxsie Reindeer	600
Live Music	1,000
Miscellaneous Decor	750
Santa	350
Security Sanitation	250
Sound Environments	600
Total	9,200



1. Park Place
2. 124 West Front
3. 145 West Front
4. 305 West Front
5. Grandview Place
6. Hotel Indigo

3

7. Uptown Riverwalk Connection
8. Garland Street/Pine Street Pedway
9. Farmers Market
- A. Reimagined Crosswalk
- B. Radio Centre 3



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: September 8, 2016
Re: Parking Services Updates – September 2016

Pay Station Installation – Closed

In June, we installed the multi-space pay stations, but we left the single space meters so parkers would have an option to pay the coin only meters or to pay with cash or credit card at the pay stations throughout the summer as we prepared for the transition. As of Friday, September 16, 2016 all single space meters will be removed from the following lots: Lot G on 100 E State Street west of Mode's Bum Steer; Lot K located in the alley across from the Post Office; Lot E located on 100 W State Street west of the Post Office; Lot X located off of Hall Street south of Inside Out Gallery; Lot N located on 200 Washington, and Lot D located on 300 E Grandview Parkway.

Upcoming Dates:

- Lot F (rear of 250 E. Front) Lease Cancellation – Effective October 1, 2016
- Parking Office Buildout RFP Issued – September 26, 2016
- City Planning Commission Study Session – Residential Parking Recommendation – November 15, 2016 7:30 PM

**Downtown Traverse City Association
Regular Board Meeting
August 11, 2016**

Minutes

Present: Kim Bazemore, Allison Beers, Jake Kaberle, Dave Leonhard John McGee, Todd McMillen, Misha Neidorfler

Absent: Allison Beers, Alyssa Bright, Jeffrey Libman

Staff/Others: Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Neidorfler called the meeting to order at 8:33 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of July 8, 2016:** Minutes from the July 8, 2016 board meeting were approved as amended upon motion by Leonhard and second by McGee. Motion carried unanimously.
3. **Marketing Report (Paveglio)**
 - a. **Street Sale**
 - i. Friday, August 5
 - ii. Positive feedback so far
 - b. **Friday Night Live**
 - i. August 5-August 26
 - ii. Street Artist commissioned for August 19
 1. Thank you to Todd McMillen and Jim DeWildt on volunteering their time to stretch canvases
 - iii. Chalk the Walk collaboration with Crooked Tree Arts Center on August 26
 - iv. Presenting sponsor TBA Credit Union. Media sponsors ABC 29&8 and MyNorth Media
 - c. **Downtown Art Fair**
 - i. Downtown Art Fair
 1. 6 am
 - a. Kaberle
 - b. Leonard
 - c. Bacigalupi
 2. 9 am
 - a. Neidorfler
 - b. McMillen
 3. 11 am to 4 pm
 - a. O'Neil
 4. Close
 - a. Talarico
 - b. Smith

- ii. Sponsored by McMillen's. Media sponsor is WCCW/Z93

d. Art Walk

- i. September 9
- ii. Registration forms have been sent

e. Shop Your Community Day

- i. November 12
- ii. Merchant and non-profit forms have been sent. Deadline on August 15

f. Miscellaneous

- i. Social Media: As of August 10, 2016
 - 1. Facebook: 15,355
 - 2. Instagram: 13,400
 - 3. Twitter: 13,100
- ii. Newsletter Report: August
- iii. DIA Inside Out
 - 1. Art Bike
- v. Ace Hardware: Board was supportive of the plan. Staff to contact ACE and notify that they may contact merchants individually.

4. Committee Reports

a. Review & Search Committee

- i. A three-year contract was approved in 2015 for a 3.5% increase each year. The 2015-2016 administrative fee was \$62,670, 2016-2017 administrative fee will be \$64,863.
- ii. Bacigalupi will have a meeting with the Review & Search Committee in the near future

b. Outdoor Cafe Committee

- i. Study Session with City Commission on Monday, September 12

c. Marketing Committee

- i. Co-hosting a Recess in September with the City Opera House
 - 1. Marketing Committee to meet and discuss

d. Holiday & Bridal Committee

- i. Santa booked for arrival, and to be working on season santa
- ii. Committees to meet in the very near future
 - 1. Holiday Committee: Neidorfler & Bazemore
 - 2. Bridal Committee: Beers, Bazemore
 - a. Paveglio to seek interest from Bright

5. President's Report (*Neidorfler*)

a. Social Media Policy

- i. **Motion by Beers, seconded by McGee to approve the Social Media policy as presented. Motion carried unanimously.**

6. DDA Report (*Bacigalupi*)

a. Financial Report

- i. None at this time

b. DDA Report

- i. 124 W. Front St.
- ii. Garland Street

1. **Motion by Beers, seconded by McMillen's to approve an amount of not to exceed \$2,000 to purchase pole banners for the Warehouse District from the DTCA Banner line item. Motion carried unanimously.**

7. New Business

a. Holiday Decor

- i. Bacigalupi & Paveglio to meet with TCLP to discuss the holiday lights program

b. Cherry Robaix

- i. Bikes on sidewalks, impeding pedestrians

c. Farmers Market

d. The Great Race

e. Festival Review

- i. National Cherry Festival & TC Film Festival

8. Adjournment

- a. Motion to adjourn at 9:30 a.m.